



INTEROFFICE MEMORANDUM

DATE: July 23, 1997

TO: M. Wheeler, Waste Mgmt. Div. Mgr. , Bldg. T893A, X9878

FROM: W. D. Reinhart, Compliance Training, Bldg. 116, X8296

SUBJECT: TRANSMITTAL FOR CONCURRENCE & APPROVAL
BUILDING 569 TRAINING IMPLEMENTATION PLAN, REVISION 0
WDR-085-97

Attached is Revision 0 of the Building 569 Training Implementation Plan (TIP) for your approval and for concurrence by the personnel in positions listed on the title page of the document. The draft Building 569 TIP was distributed for review and comment on June 12, 1997.

The TIP is the primary implementing document used by facility management for compliance with DOE Order 5480.20A in the RMRS Nuclear Facility Training and Qualification Program for Building 569.

Please use the spaces below for concurrence and routing, and expedite any questions to Paul Pigeon at extension 6694. Scott Kranker should also provide sign-offs in the spaces provided on TIP Appendices 1 and 2. Upon approval, please route to Compliance Training (Lee Gorman, Building 116, extension 5603) for controlled distribution.

Building 569 Training Coordinator:

Esther J. Beck 7-24-97
E. J. Beck Date

Building 569 Facility Manager:

Scott Kranker 7-24-97
S. W. Kranker Date

Building 569 Building Manager:

M. D. Smith 7-23-97
M. D. Smith Date

Compliance Training Manager:

W. D. Reinhart 7-24-97
W. D. Reinhart Date

Solid Waste Operations Manager:

R. P. Dunn 7/28/97
R. P. Dunn Date

WDR/dlg

Attachment (as stated)

ADMIN RECORD
SW-A-002493

BUILDING 569

TRAINING

IMPLEMENTATION

PLAN


Revision 0
July 23, 1997

CONCURRENCE BY THE FOLLOWING DISCIPLINES WILL BE DOCUMENTED IN THE
DOCUMENT HISTORY FILE:

Building 569 Training Coordinator
Building 569 Facility Manager/Technical Lead for NDA Operations
Building 569 Building Manager
Compliance Training Manager
Solid Waste Operations Manager

Approved by: M. Wheeler

Waste Management Division
Manager/Vice President


Signature

7/24/97
Date

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Appendix 1 Building 569 Core Training Matrix

Appendix 2 Building 569 Job-Specific Training Matrix

I. Purpose

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The purpose of this Training Implementation Plan (TIP) is to implement a personnel training and qualification (T&Q) program that can be adjusted to the changing activities in Building 569. The TIP documents the job titles of personnel performing those activities, and identifies the T&Q required for individuals filling those job titles, in accordance with DOE Order 5480.20A (hereinafter, "the Order"). Any major changes to B569 scope, or related job titles affected by the Order, are reviewed by the Facility Manager for adjustments to this TIP. Assignments to job titles controlled by this TIP and individual qualification status are identified by the Building 569 List of Qualified Individuals (LOQI).

II. Scope

This TIP applies to all personnel performing work in Building 569. This includes personnel involved in the receipt, interim storage, assay and shipment of DOT certified containers at Building 569. RMRS and RMRS subcontractor personnel will meet the requirements of this document based on their job description, where applicable. Personnel from other contractor companies and their subcontractors will comply with applicable requirements in accordance with Sections IV.F and V. Where requirements are not specified in this plan, the RMRS Training Manual and implementing work instructions will be the compliance documents.

III. Development History

A. Document Review - many documents were reviewed for training and qualification requirements. The following is a list of the training and qualification requirements and the driving documents:

REQUIREMENT

DRIVER

- | | |
|---|-----------------------|
| 1. Core Training Requirements | TUM, JTA |
| 2. Lessons Learned/Required Readings Program | Conduct of Operations |
| 3. Job-Specific Training/Qualification Requirements | DOE Order 5480.20A |

B. Job and Task Analysis - The analysis process identifies & defines the tasks involved for these operations, the type of training indicated, the knowledge requirements, safety hazards, and continuing training components, and standards that should be included in the training program(s).

- C. Qualification Documents - The Job and Tasks Analyses identified the different levels of Qualification Documents needed as the appropriate level of training for the identified tasks. These were developed in accordance with 96-RF/T&Q-0005 of the TUM.
- D. Briefing Outlines - Briefings were identified as an appropriate training strategy for conducting training for facility updates, revisions to operations, lesson learned and safety related issues. There is no test associated with the briefings, however proper documentation of briefing outlines shall be conducted in accordance with TUM and the Site Conduct of Operations Manual.

IV. Qualification Requirements by Position

- A. Facility Manager - The Building 569 Facility Management position is assumed by RMRS Non-Destructive Assay (NDA) Operations. The Facility Manager's training requirements are listed as part of Appendices 1 and 2 which define Core and Job-Specific Training Requirements. This training is in addition to the education and job experience the Facility Manager needed to acquire the position in accordance with Section IV.2.a of the Order.
- B. Building Manager - The Building Manager position is an overall facility supervisor position subject to the entry level requirements for Supervisors. The Building Manager's training and qualification requirements are listed as part of Appendices 1 and 2 which define Core and Job-Specific Training Requirements. This training and qualification is in addition to the education and job experience the Building Manager needed to acquire the position in accordance with Section IV.2.b of the Order. The qualification document for the Building Manager (Building Manager 569) is considered the approval process for qualification for the Building Manager position for Building 569.
- C. Technical Supervisor- - Technical Supervisor of waste handling personnel shall be trained and qualified to serve in the immediate supervision role over Process Specialists. The Technical Supervisor's training and qualification requirements are listed as part of Appendices 1 and 2 which define Core and Job-Specific Training Requirements for B569. This training and qualification is in addition to the education and job experience the Technical Supervisor needed to acquire the position in accordance with Section IV.2.b of the Order. The qualification document for Process Specialists plus additional qualifications, as listed on Appendix 2, are considered the approval process for qualification of the Technical Supervisor position in Building 569.

- D. Process Specialist - RMRS Process Specialists are Technicians who perform the container handling and assay tasks in Building 569. Appendices 1 and 2 list Core and Job-Specific Training Requirements applicable for Process Specialists in B569. This training and qualification is in addition to the job experience the Process Specialists needed to acquire the position in accordance with Section IV.2.d of the Order. The qualification document for Process Specialists includes the qualification standard packages (QSPs) listed on Appendix 2.
- E. Assay Equipment Engineer - The RMRS Assay Equipment Engineer is a Technical Support position with duties involving the surveillance and re-calibration of the container assay equipment in Building 569. Appendix 1 lists Core Training Requirements applicable for the Assay Equipment Engineer in B569. This training is in addition to the job experience the Assay Equipment Engineer needed to acquire the position in accordance with Section IV.2.f of the Order.
- F. Compliance Specialist - The Compliance Specialist is a Technical Support position with responsibilities (among others) for surveillance, control and planning with regard to nuclear material and environmental regulations in B569. Appendices 1 and 2 list Core and Job-Specific Training Requirements applicable for the Compliance Specialist in B569. This training is in addition to the education and job experience the Compliance Specialist needed to acquire the position.
- G. Other Assigned Personnel - "Other assigned personnel" include Non-RMRS Contractors and their subcontractors personnel working in B569, who have training and qualification requirements defined and administered by their operating organizations. Appendices of 1 & 2 list building-specific training requirements for B569 which other assigned personnel must comply with for building entry. Qualifications for the job titles listed below are maintained by the other Contractors and their sub-contractors. All non-RMRS contractors and their subcontractors will maintain eligibility to work in B569 in accordance with Section V, List of Qualified Individuals. The following position titles are examples of "other assigned personnel" in B569, having job tasks and functions related to building safety:

Radiological Control Technician
Alarm Technician
Non-Destructive Testing Technician
Maintenance Technologist
Stationary Operating Engineer

V. List of Qualified Individuals (LOQI)

A List of Qualified Individuals (LOQI) will be maintained by the Facility Manager for the personnel who serve in the positions listed in Section IV, pursuant to an RMRS Operations Directive (OPS-DIR-007) and Work Instruction (INSTR.004) on LOQI. This list will be maintained and changes approved by the B569 Facility Manager for monthly distribution. RMRS personnel and RMRS subcontractors in the facility resident positions (Section IV.A - E) will be approved for inclusion on the LOQI based upon tracking and scheduling of training and qualification activities by the B569 management or designated training coordinator.

Management of any other RMRS groups which may in the future assign personnel to B569 (assisted by their designated training coordinators) will provide LOQI information to the Building 569 Facility Manager pursuant to a Memorandum of Understanding (MOU) with the B569 Facility Manager, on a monthly basis. Building 569 management or designated training coordinator will also record the LOQI status for non-RMRS personnel in the Other Assigned Personnel category. They will be incorporated into the B569 LOQI by the Facility Manager pursuant to MOUs with the management of the other Contractor organizations. The MOUs with other RMRS groups and other Contractor organizations identify Building 569 entry requirements for task-assigned and tenant personnel, and identify the responsibility of their management to administer their training and qualification programs and supply personnel properly trained and qualified to assigned functions and tasks in B569. Building 569 management checks the LOQI prior to authorizing any individual to perform activities in Building 569.

VI. Continuing Training Programs

A. Re-training on core classes as specified in the TUM. The current system for tracking and scheduling Building 569 personnel is the Qualification Program Tracking (QPT) utilizing the Training Scheduling and Records (TSR) system.

B. The B569 Facility Manager will ensure that new procedures and procedure changes are reviewed by training support personnel and appropriate information is incorporated into the revisions for affected training material.

C. Briefings are conducted for new and changed procedures, facility mission and Authorization Basis changes, equipment modifications, and Lessons Learned, when appropriate. The B569 Facility Manager is responsible to identify required briefings and ensure development and delivery.

D. Required Readings (including Lessons Learned). The Facility Manager is responsible for maintaining the Building 569 Required Reading program.

VII. Qualification Authority

The Qualification Authorities to sign Qualification Documents for Building 569 are as listed:

- A. Building 569 Facility Manager for NDA Operations
- B. Building 569 Building Manager
- C. Solid Waste Operations Manager

VIII. References

These documents were used to identify, define, describe, and drive the required training and qualifications in this Training Implementation Plan:

- A. Basis for Interim Operation for Building 569 (Submitted to DOE)
- B. Training Users Manual
- C. Health and Safety Practices Manual
- D. RMRS Training Manual (Draft)
- E. RMRS OPS-DIR-007 & Work Instruction INSTR.004 on LOQI

APPENDIX 1

BUILDING 569 CORE TRAINING MATRIX

	Facility Manager	Building Manager	Technical Supervisor	Process Specialist	Assay Equipment Engineer	Compliance Specialist	Other Assigned Personnel *	COMMENTS
TRAINING								
1997 RCRA/WG Annual Training	x	x	x	x		x		
Bldg 569 Tour	x	x	x	x	x	x	x	
Computer Security User	x	x	x		x	x		
Conduct of Operations	x	x	x	x	x	x		
DOT Awareness	x	x	x	x		x		
Fall Protection Awareness			x	x		x		
GERT/Rad Wkr Off-Year Refresher	x	x	x	x	x	x		
General Employee Training	x	x	x	x	x	x		
Hazardous Waste Ops 24 or 40 hr	x	x	x	x	x	x		Select 24 or 40 as appropriate
Hazardous Waste Ops Refresher 8 hr	x	x	x	x	x	x		
Hazardous Waste Ops Supervisor		x	x					
Incident Command	x	x						
IWCP	x	x	x					
Lockout/Tagout	x	x	x	x	x			
Medical	x	x	x	x	x	x		
Nuclear Criticality Safety Supervisor		x						
Nuclear Criticality Safety Support	x		x	x	x			
Nuclear Material Handlers & Transporters			x	x		x		
Nuclear Material Safeguards	x	x	x	x	x	x		
NVO-325 LLW Awareness		x	x	x	x	x		
Occurrence Reporting	x	x						
Rad Con for Managers	x	x	x					
Rad Con for Supervisors			x					
Rad Worker I or II	I	II	II	II	II	II		Other personnel will be Level I or II per access needed.
Tamper Indicating Devices				x		x		
DOE Basic Transportation of Haz. Mtls.						x		
DOE Basic Transportation of Rad. Mtls.						x		
* Training and qualification for personnel from other Site-Contractor organizations are tracked and scheduled by their Training & Qualification organizations, and must meet building entry requirements outlined in an MOU (SWK-017-97) for unescorted access.								

APPENDIX 2

BUILDING 569 JOB-SPECIFIC TRAINING MATRIX

[illegible]

569 Fac Mgr/Tech Lead Approval

PLN-97-002

Revision 0
July 23, 1997